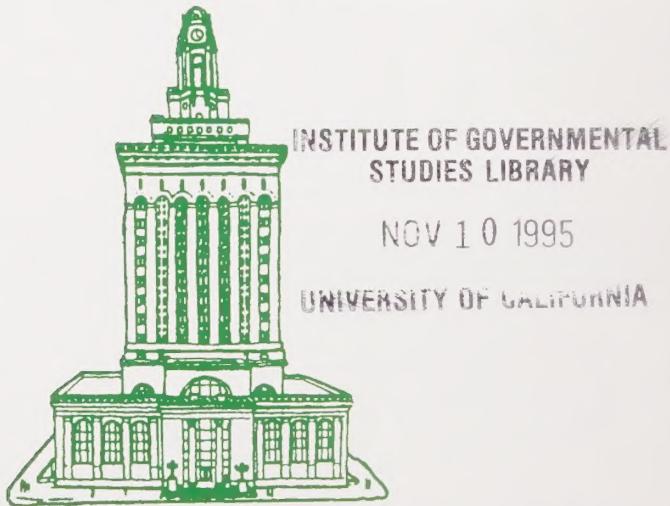


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CITY OF OAKLAND

GUIDE TO THE PERMITTING PROCESS



Prepared by
City of Oakland Office of Planning and Building
and
Alameda County Economic Development Advisory Board
for the
Business Community

July 1995

ABOUT THE MATRIX

This document has been prepared to assist the business community in understanding the permitting process in the City of Oakland by:

- Identifying all permits issued by the City
- Explaining the purpose and compliance procedures for each type of permit
- Providing the proper contact agency or division for each type of permit.

The matrix is intended to provide a general overview of the permits required by the City for various projects within the City. There are other areas of regulation that apply at the county, state and federal level which may require additional permits and other manners of compliance.

UNDERSTANDING THE PERMITTING PROCESS

Applying for a permit can be made easy by understanding the overall permit application process and what your role and responsibilities are in this process. This should allow your project to move smoothly through the processing steps, saving time for both you and the City.

To ensure the expeditious processing of all permit applications, the Office of Planning & Building has developed various *permit processing tracks*. Separate processing tracks have been determined based upon the degree of building and planning complexity involved in a project. Your project may be categorized into any one of almost forty different processing tracks within nine different *track groups*. Each processing track details the steps and the approvals that will be required to obtain the necessary permit(s).

Most of the project applications submitted are for "over-the-counter" building permits and follow the permit processing tracks under Track Group 4. A number of applications are also seen for projects which involve building permits and require plan checking services. These applications usually follow processing in Track Groups 5 and 6.

Through the use of permit processing tracks, the City is better able to provide the public with consistent service and turn-around times when issuing building and planning permits. The following is a list of the nine Track Groups, including both the typical projects covered and the *Average Processing Time (APT)* for each track.

TRACK GROUP #1: PROJECTS REQUIRING PLANNING and BUILDING REVIEW (no building permits)

Track Group #1 includes *only* those projects which generally do not involve building related permits, such as:

- Tree removal
- Gas and electrical meter resets
- Lot line adjustments
- Sidewalk/driveway/curb/gutter construction
- Exterior changes without construction
- Change of building address
- Business License sign-off

APT: 15 minutes - 1 day*

TRACK GROUP #2: PROJECTS INVOLVING DEMOLITION OF A STRUCTURE

- Removal of an entire structure to be replaced by open space, parking, or new construction
- Partial removal or interior demolition affecting more than ten percent of the replacement value of the structure, as determined by the Building Official.

APT: 33 working days (14 weeks if Planning permits required)

TRACK GROUP #3: PROJECTS REQUIRING ENGINEERING PERMITS (no building permits)

Track Group #3 includes projects which only require Engineering permits, such as:

- Dedication, abandonment, or vacation of a public street, easement, or right-of-way
- Street excavation, encroachments, and private construction into/within the public right-of-way
- Construction of sewer extensions
- Grading of land over 50 cubic yards which is not associated with building construction

APT: 5 days - 10 weeks, depending on the project

TRACK GROUP #4: BUILDING PERMITS REQUIRING ONE DAY PROCESSING

Track Group #4 includes those projects which only require building permits that can be issued within 24 hours and do not require permits or services from Planning, such as:

- Minor in-kind repairs due to damage caused by fire, termites, or deterioration
- Minor interior alterations with no structural work
- Minor plumbing, mechanical, or electrical repairs, change-outs, or alterations
- Re-roofing (non-structural roof cover)

APT: 15 minutes - 1 day

TRACK GROUP #5: BUILDING PERMITS REQUIRING NON-STRUCTURAL PLAN CHECK AND CITY PLANNING REVIEW

- Exterior repairs or alterations which change the appearance of the structure or involve limited structural work
- Minor tenant improvements
- Construction of canopies, signs, banners, or loading docks
- Minor additions

APT: 2 - 45 working days

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APT: 5 days - 10 weeks, depending on the project

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- Minor tenant improvements
- Construction of canopies, signs, banners, or loading docks
- Minor additions

APT: 2 - 45 working days

TRACK GROUP # 6: BUILDING PERMITS REQUIRING STRUCTURAL PLAN CHECK AND CITY PLANNING REVIEW

- Changes in building use or occupancy
- Major additions (greater than 50 percent of the existing structure)
- Major structural work (seismic upgrades, major repairs, etc.)
- Major tenant improvements

APT: 9 - 45 working days*

TRACK GROUP #7: NEW CONSTRUCTION

- Projects involving the construction of a new building or structure

APT: 21 - 60 working days*

TRACK GROUP #8: MAJOR BUILDING DEVELOPMENT PROJECTS

Track Group #8 includes the new construction of very large buildings or multiple building developments, such as:

- Large new buildings (20+ residential units or 10,000+ square feet non-residential)
- Planned Unit Developments (PUDs)
- New construction of multiple buildings (not including accessory structures)

APT: 12 - 55 working days*

TRACK GROUP #9: LAND SUBDIVISIONS

- Projects which require any new parcel maps or tract maps to be created for the division of land

APT: 9 - 11 months*

* Processing time is dependent on specific project (+2 months if Environmental Review required, +10 months if Environmental Impact Report required)

PROCESS COORDINATORS

For complicated projects which require the review and approval of multiple divisions, a Process Coordinator will be assigned. The Process Coordinator will be the primary liaison between you, the City, and other applicable agencies. A Process Coordinator is also available for all projects located in the City of Oakland State Enterprise Zone. For more information about Enterprise Zone Programs, contact the City of Oakland Office of Economic Development and Employment at 238-3703.

Who Permits What?

Responsible Department	Type(s) of Permit(s)
OPB - Permits (Matrix Lines: B1, B2, B3, B5, B6, B14)	<input checked="" type="checkbox"/> Building Permit <input checked="" type="checkbox"/> Electrical, Plumbing, and Mechanical Permits <input checked="" type="checkbox"/> Sign and Holiday Decoration/Banner Permits <input checked="" type="checkbox"/> Re-roofing Registration <input checked="" type="checkbox"/> Meter Reset Permit
OPB - Civil Engineering (Matrix Lines: B8, B9, B10, B11)	<input checked="" type="checkbox"/> Grading Permit (Issuance) <input checked="" type="checkbox"/> Sewer Permit <input checked="" type="checkbox"/> Encroachment, Obstruction and Excavation Permits; P-Jobs <input checked="" type="checkbox"/> Sidewalk/Driveway/Curb/Gutter Permit
OPB - Zoning (Matrix Lines: A1, A2, A3, B12, B13)	<input checked="" type="checkbox"/> Business License (review) <input checked="" type="checkbox"/> Zoning Regulations <input checked="" type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input checked="" type="checkbox"/> Tree Removal Permit (if construction) <input checked="" type="checkbox"/> Lot Line Adjustment, Easements, and Land Subdivisions
OPB - Code Compliance (Matrix Line B7)	<input checked="" type="checkbox"/> Certificate of Occupancy
OPB - Design Review (Matrix Line A4)	<input checked="" type="checkbox"/> Design Review
OPB - Engineering (Matrix Line B8)	<input checked="" type="checkbox"/> Grading Permit (review)
OPB - Plan Check (Matrix Line B4)	<input checked="" type="checkbox"/> Fire Code Permits related to Building Permit
Budget and Finance (Matrix Line A1)	<input checked="" type="checkbox"/> Business License (fees)
City Manager (Matrix Line B14)	<input checked="" type="checkbox"/> Special Activity Permit
Fire Prevention Bureau (Matrix Line B4)	<input checked="" type="checkbox"/> Fire Code Permits unrelated to Building Permit
Parks and Recreation (Matrix Line B13)	<input checked="" type="checkbox"/> Tree Removal Permit (if no construction)

All phone numbers listed below are in area code (510) unless otherwise indicated.

CENTRALIZED PERMITTING

Office of Planning and Building

1330 Broadway, 2nd Floor
Oakland, CA 94612
238-3443

The Office of Planning and Building (OPB) combines all operations related to development, inspection, and enforcement under the building, planning, zoning and housing codes within the City of Oakland. The Central Permit Counter provides a one-stop information and processing location for all development applications.

OPB consists of an administrative unit and three customer oriented divisions:

OPERATIONS

- Permit Processing
- General Information
- Records Management
- Process Coordination
- Zoning Counter
- Civil Engineering Counter

PLANNING SERVICES

- Zoning (Case processing)
- Comprehensive Planning

BUILDING SERVICES

- Engineering
- Plan Check/Seismic Safety
- Inspection
- Code Compliance

OPERATIONS 238-####

- General Permit Information 3443
- Customer Service - Building 3443
- Customer Service - Zoning 3911
- Process Coordinators 3443
- Records Management 3443
- FAX - Operations 2263

PLANNING SERVICES 238-####

- Customer Service - Zoning 3911
- Comprehensive Planning 3941
- Design Review 3911
- Environmental Review 3911
- FAX - Planning Services 6538

BUILDING SERVICES 238-####

- Inspection Scheduling 3444
- Field Inspectors (8-9 am only) 3441
- Customer Service - Inspection 3587
- Customer Service - Engineering 2110
- Customer Service - Plan Check/Seismic 2259
- Plan Check Status 3185
- Code Compliance Investigations 3381
- FAX - Building Services/Engineering 3586
- FAX - Plan Check/Seismic Safety 6445

OTHER REGULATORY CITY DEPARTMENTS

Some additional special permits are issued by other departments within the City.

City Business License:
Office of Budget and Finance
 One City Hall Plaza
 Oakland, CA 94612
 238-3704

Tree Removal Permits (non-construction):
Parks and Recreation
 7101 Edgewater Dr. Bldg. 4
 Oakland, CA 94621
 615-5850

Fire Code Permit/Clearance:
Fire Prevention Bureau
 1330 Broadway, 1st Floor
 Oakland, CA 94612
 238-3851

Special Activity Permit:
City Manager's Office
 One City Hall Plaza
 Oakland, CA 94612
 238-3301

RELATED AGENCIES

The above-listed departments work closely with many other City, county, regional, and state agencies. Depending on the complexity of your project, processing responsibilities may cross more than one departmental line. The following is a list of associated agencies that you may wish to contact for more information.

CITY OF OAKLAND

Office of Housing and Neighborhood Development
238-3502

Office of Public Works FEMA Unit
238-3368

Office of Public Works Engineering Design
238-3871

Office of Public Works Maintenance
238-3846

Office of Public Works Real Estate
238-3541

Office of Public Works Sewer Design
238-3437

Office of Public Works Traffic Engineering
238-3466

ALAMEDA COUNTY

Environmental Health - Environmental Protection Division
(For buildings where food and drink are sold, handled, stored, or served and for spas, small water systems, septic systems, hazardous materials, and transfer stations.)
567-6700

Assessor's Office
272-3755

Building Inspection
670-5440

Flood Control and Water Conservation
670-5480

Planning Department
670-5400

County Clerk - Recorder
272-6363

REGIONAL

Bay Area Rapid Transit District (BART)
464-6000

East Bay Municipal Utility District (EBMUD)
835-3000

Pacific Gas and Electric (PG&E)
1 (800) 743-5000

Pacific Bell
1 (800) 974-2355

STATE OF CALIFORNIA

Cal/OSHA
568-8602

Contractor's License Board
1 (800) 321-2752

Board of Architectural Examiners
1 (916) 445-3393

Public Utilities Commission
1 (800) 848-5580

BUSINESS ASSISTANCE ORGANIZATIONS

There are several organizations, both within and outside of government, that are designed to assist your business in understanding and complying with any and all regulations. The following is a list of some of those organizations.

Alameda County Economic Development Advisory Board
1221 Oak St., Suite 555
Oakland, CA 94612
272-3885

East Bay Small Business Development Center
2201 Broadway, Suite 701
Oakland, CA 94612
893-4114

City of Oakland
Office of Economic Development and Employment
1333 Broadway, 9th Floor
Oakland, CA 94612
238-3703

Oakland Chamber of Commerce
475 14th St.
Oakland, CA 94612
874-4800

Oakland Commerce Corporation
333 Hegenberger Road, Suite 306
Oakland, CA 94621
632-1238

For questions or comments about this document, or for additional information, including case studies of businesses currently complying with regulations, please contact the Office of Planning and Building at 238-3703.

WHO MAY OBTAIN A PERMIT?

Although any individual may complete and submit a permit application form, permits may only be issued to property owners, licensed contractors, long-term lessees, or their certified agents.

WHAT IS NEEDED TO APPLY?

PROOF OF PROPERTY OWNERSHIP, CONTRACTOR'S LICENSE, OR LEASE AGREEMENT

You must provide evidence of ownership or lease residence and current licensing either when you submit a permit application or when you pick up the approved permit. As a property owner, acceptable proof of ownership is either of the following documents containing your name:

- Deed of Trust
- Current property tax receipt

A tenant with a lease of at least one year is considered to be a long-term lessee. A copy of the signed lease agreement is acceptable proof. A contractor must possess a valid City of Oakland Business License and a contractor's license. Acceptable proof of a valid contractor's license is any one of the following original documents containing your name:

- Current contractor's license
- "Pocket" card contractor's license
- Current registration on the OPB Permit Tracking System (PTS)

WORKER'S COMPENSATION INSURANCE

Worker's Compensation is a contractual agreement between you, as the builder/contractor, and an insurance agent which provides financial coverage in the event of injury to your employees working at the construction site. You must obtain Worker's Compensation insurance prior to applying for a permit if you employ any workers who will receive more than \$100 in payment for their services. Contractors may obtain a Worker's Compensation policy along with your other business insurance needs from any business insurance broker. Note that some permits will require additional insurance coverage (such as Liability Insurance).

MATRIX ABBREVIATIONS AND ACRONYMS

Office of Planning and Building (OPB), 1330 Broadway, Oakland, CA 94612
 CC (Code Compliance) - 6th Floor
 DR (Design Review) - 2nd Floor
 PC (Plan Check) - 6th Floor

CE (Civil Engineering) - 2nd Floor
 ENG (Engineering) - 2nd Floor
 PMT (Permits - Operations) - 2nd Floor

CPC (Central Permit Counter) - 2nd Floor
 IS (Inspections - Bldg. Svcs.) - 6th Floor
 ZN (Zoning) - 2nd Floor

Other City Contacts
 BF (Office of Budget and Finance, Revenue Customer Service) - One City Hall Plaza, Oakland, CA 94612
 CM (Office of the City Manager) - One City Hall Plaza, Oakland, CA 94612
 FP (Office of Fire Services, Fire Prevention Bureau) - 421 14th Street, Oakland, CA 94612
 OPW (Office of Public Works, Construction and Field Services) - 1333 Broadway, Suite 320, Oakland, CA 94612
 PR (Office of Parks and Recreation) - 7101 Edgewater Drive, Bldg. #4, Oakland, CA 94621

Miscellaneous Terms
 AMMR (Alternate Methods and Materials Review)
 ER (Environmental Review)
 UFC (Uniform Fire Code)

CUP (Conditional Use Permit)
 P-Job (Private Development of Public Property)
 USA (Underground Service Alert)

CURRENT PUBLICATIONS OF ENFORCEMENT

1991 Uniform Building Code (UBC), 1991 Uniform Plumbing Code (UPC), 1991 Uniform Mechanical Code (UMC), 1990 National Electric Code (NEC), 1987 Oakland Housing Code, 1981 Oakland Building Code, 1991 Uniform Fire Code, Oakland Municipal Code, California Street and Highway Code, 1994 Zoning Regulations



A Labor-Management
 Partnership to
 Construct a
 Better California



LICENSING AND ZONING						
REGULATORY PERMITTING PROGRAM	PURPOSE	COVERAGE	PROCEDURE	PERMITTING/INSPECTION/FEES	CONTACT	COMMENTS
A1 City Business License	<input type="checkbox"/> To maintain a record of all businesses operating in Oakland	<input type="checkbox"/> Any operation collecting business revenue in Oakland <input type="checkbox"/> BF issues license	<input type="checkbox"/> ZN approval required for property use	<input type="checkbox"/> ZN review fee <input type="checkbox"/> Business License fee	<input type="checkbox"/> ZN <input type="checkbox"/> BF	
A2 Zoning Regulations	<input type="checkbox"/> To maintain the integrity and character of neighborhoods	<input type="checkbox"/> All properties <input type="checkbox"/> Oakland has 4 industrial zones and 15 commercial zones	<input type="checkbox"/> Changes in use must be reviewed/approved by ZN counter staff	<input type="checkbox"/> Possible ZN permit(s) <input type="checkbox"/> CUPs and Variances may be granted under special circumstances (see A3)	<input type="checkbox"/> ZN	<input type="checkbox"/> Regulated by Oakland City Council
A3 Conditional Use Permits and Variances	<input type="checkbox"/> To allow special zoning considerations or waive existing zoning regulations for how a property is to be used	<input type="checkbox"/> All properties	<input type="checkbox"/> Apply at ZN Counter <input type="checkbox"/> 60 day average processing time	<input type="checkbox"/> Flat fee, dependent on minor or major designation	<input type="checkbox"/> ZN	<input type="checkbox"/> Includes conditions of approval <input type="checkbox"/> Requires public notification <input type="checkbox"/> May include ER <input type="checkbox"/> Appeal process available
A4 Design Review	<input type="checkbox"/> To maintain the aesthetic character of neighborhoods	<input type="checkbox"/> Any new construction or external alteration in all residential zones and most business districts (not required in manufacturing zones)	<input type="checkbox"/> Obtain review at DR <input type="checkbox"/> Submit application if necessary <input type="checkbox"/> DR notifies local residents <input type="checkbox"/> DR approves/denies application	<input type="checkbox"/> Fees based on value of project	<input type="checkbox"/> DR	<input type="checkbox"/> May require public hearing, ER, and/or Landmarks/ Historic Preservation review

CONSTRUCTION AND DEVELOPMENT						
B1 Building Permit	PURPOSE	COVERAGE	PROCEDURE	PERMITTING/INSPECTION/FEES	CONTACT	COMMENTS
B1 Building Permit	<input type="checkbox"/> To ensure compliance with established life and safety standards	<input type="checkbox"/> New construction, repair, demolition, alteration or addition to any structure <input type="checkbox"/> Includes home moves and manufactured homes <input type="checkbox"/> May include fences, retaining walls, and accessory structures	<input type="checkbox"/> Apply at CPC <input type="checkbox"/> Technician reviews application, routes for plan check/zoning if applicable	<input type="checkbox"/> Fees based upon the dollar value of the project <input type="checkbox"/> IS inspections	<input type="checkbox"/> PMT for application through issuance <input type="checkbox"/> IS after issuance through final inspection	<input type="checkbox"/> See the Current Publications of Enforcement section for dates of code books <input type="checkbox"/> Code Bulletins available for code interpretations <input type="checkbox"/> AMMR process for code equivalent
B2 Electrical, Plumbing and Mechanical Permits	<input type="checkbox"/> To ensure compliance with established life, sanitary, and safety standards	<input type="checkbox"/> New installations, additions, extensions, removal and repair of: <input type="checkbox"/> any electrical wiring and equipment <input type="checkbox"/> any plumbing, gas, drainage piping work, fixture, water heater, or treating equipment <input type="checkbox"/> duct work, heating, venting, or air conditioning equipment	<input type="checkbox"/> Apply at CPC <input type="checkbox"/> Technician reviews application <input type="checkbox"/> May require building permit	<input type="checkbox"/> Separate permits are required for wiring, fixtures, furnaces, construction poles, and for each building, structure and privy involved <input type="checkbox"/> Fees are based on the number and type of fixtures <input type="checkbox"/> IS inspections	<input type="checkbox"/> PMT for application through issuance <input type="checkbox"/> IS after issuance through final inspection	<input type="checkbox"/> See the Current Publications of Enforcement section for dates of code books <input type="checkbox"/> Code Bulletins available for code interpretations <input type="checkbox"/> AMMR process for code equivalent
B3 Sign and Holiday Decoration/Banner Permits	<input type="checkbox"/> To ensure compliance with established life and safety standards and conformance with neighborhood characteristics	<input type="checkbox"/> Any sign or banner erected, re-erected, constructed, altered, or maintained which is 6 ft. or more above grade	<input type="checkbox"/> Apply at CPC <input type="checkbox"/> Technician reviews application <input type="checkbox"/> May require electrical permit or DR	<input type="checkbox"/> Flat fee charged dependant on type of sign, decoration or banner <input type="checkbox"/> One hour processing time	<input type="checkbox"/> PMT	<input type="checkbox"/> Holiday decoration and banner permits are provided for specified time duration
B4 Fire Code Regulation	<input type="checkbox"/> To ensure fire safety and prevention by regulating activities, occupancy and hazardous articles	<input type="checkbox"/> State Fire Marshall - regulated occupancies <input type="checkbox"/> Operations, maintenance and handling of materials or equipment hazardous to life or property	<input type="checkbox"/> Included with plan check review if related to building permit <input type="checkbox"/> Processed by FP if unrelated to building permit	<input type="checkbox"/> If related to building permit, fees based on type of fire protection utilized, the building use or occupancy <input type="checkbox"/> If unrelated to building permit, flat fee based on type of fire permit	<input type="checkbox"/> PC if related to a building permit application <input type="checkbox"/> FP if not related to a building permit application	<input type="checkbox"/> Additional requirements if located within Fire Hazard Area
B5 Re-roofing Registration	<input type="checkbox"/> To maintain a record of roofing improvements for fire danger and other considerations	<input type="checkbox"/> Replacement or repair of roofing materials	<input type="checkbox"/> Apply at CPC	<input type="checkbox"/> Flat fee charged <input type="checkbox"/> Building permit required with any structural construction	<input type="checkbox"/> PMT	
B6 Meter Reset Permit	<input type="checkbox"/> To ensure operability of disconnected utilities	<input type="checkbox"/> Reconnection of utilities which have been disconnected for more than 30 days (commercial) or 60 days (residential)	<input type="checkbox"/> Apply at CPC <input type="checkbox"/> Schedule next-day inspection	<input type="checkbox"/> Flat fee charged <input type="checkbox"/> Inspection required prior to reconnection	<input type="checkbox"/> PMT	<input type="checkbox"/> Required by utilities prior to reconnection of service
B7 Certificate of Occupancy	<input type="checkbox"/> To confirm authorized occupancy of structure as per building codes	<input type="checkbox"/> New construction <input type="checkbox"/> Legalization of prior work done without permit	<input type="checkbox"/> Apply at CC Counter <input type="checkbox"/> Schedule next available inspection	<input type="checkbox"/> Flat fee for first unit; reduced flat fee for additional units	<input type="checkbox"/> CC	<input type="checkbox"/> Compliance with building codes only (does not address zoning issues)
B8 Grading Permit	<input type="checkbox"/> To ensure land stability and control erosion	<input type="checkbox"/> Removal, placement and movement of soil on private property (dependent on cubic yards and slope)	<input type="checkbox"/> Apply at CE Counter <input type="checkbox"/> Technician records information, routes to ENG for review if necessary <input type="checkbox"/> May require other permits	<input type="checkbox"/> Fees based on cubic yards to be moved	<input type="checkbox"/> CE	<input type="checkbox"/> Moratorium every year from 10/15 through 4/15 <input type="checkbox"/> Erosion mitigation procedures may be required <input type="checkbox"/> Performance bond required
B9 Sewer Permit	<input type="checkbox"/> To ensure conformance with sanitary standards	<input type="checkbox"/> Sanitary sewer or storm drain work related to the repair, construction, reconstruction, or abandonment of any building sewers, connections, or discharge to the City sewer system	<input type="checkbox"/> Apply at CE Counter <input type="checkbox"/> Technician records information, routes to ENG for review if necessary <input type="checkbox"/> May require other permits	<input type="checkbox"/> Flat fee based on type of work <input type="checkbox"/> Inspections are conducted by OPW	<input type="checkbox"/> CE for permits <input type="checkbox"/> OPW for inspections	<input type="checkbox"/> USA number required
B10 Encroachment, Obstruction, and Excavation Permits, P-Jobs	<input type="checkbox"/> To ensure non-intrusion on existing subterranean work or create a legal right to infringe on another property	<input type="checkbox"/> Construction or obstruction (either temporary or permanent) within the public right-of-way	<input type="checkbox"/> Apply at CE Counter <input type="checkbox"/> Technician records information, routes to ENG for review if necessary <input type="checkbox"/> May require other permits	<input type="checkbox"/> Flat fee <input type="checkbox"/> Excavation inspections are conducted by OPW <input type="checkbox"/> Obstruction and P-Job inspections are conducted by ENG	<input type="checkbox"/> CE for obstruction and P-Job permits <input type="checkbox"/> ENG for excavation permits	<input type="checkbox"/> Construction hours are restricted for excavation work <input type="checkbox"/> Performance bond required for P-Jobs <input type="checkbox"/> USA number required
B11 Sidewalk/ Driveway/ Curb/ Gutter Permit	<input type="checkbox"/> To ensure conformance with established life and safety standards	<input type="checkbox"/> Any work occupying greater than 25 sq ft related to sidewalks, driveways, curbs, or gutters in the public right-of-way adjacent to your property	<input type="checkbox"/> Apply at CE Counter <input type="checkbox"/> Technician records information, routes to ENG and/or ZN for review if necessary <input type="checkbox"/> May require other permits	<input type="checkbox"/> Fees are based on square footage of work	<input type="checkbox"/> CE for permits <input type="checkbox"/> OPW for inspections	<input type="checkbox"/> Driveway Appeal Process available <input type="checkbox"/> Drawings and plan check required for new or enlarged driveway <input type="checkbox"/> USA number required
B12 Lot Line Adjustment, Easements, and Land Subdivisions	<input type="checkbox"/> To conform with applicable state and local ordinances regarding land use and divisions	<input type="checkbox"/> Any change in number of parcels or configuration of parcels or restrictions of use of a portion of a parcel	<input type="checkbox"/> Apply at ZN Counter <input type="checkbox"/> Technician records information, routes to ENG for review <input type="checkbox"/> May require other permits	<input type="checkbox"/> Flat fee dependant on number of lots/parcels created	<input type="checkbox"/> CE for permits <input type="checkbox"/> ZN for parcel maps, tract maps, or parcel map waiver maps <input type="checkbox"/> ENG for review and approval	<input type="checkbox"/> Must be recorded with Alameda County as a legal document
B13 Tree Removal Permit	<input type="checkbox"/> To preserve trees	<input type="checkbox"/> Oak trees > 4 inches in diameter <input type="checkbox"/> Any other tree > 9 inches in diameter (eucalyptus excepted)	<input type="checkbox"/> Apply at ZN or PR (see under "contact") <input type="checkbox"/> Staff reviews application for completeness <input type="checkbox"/> May require other permits	<input type="checkbox"/> Flat fee based upon number of trees	<input type="checkbox"/> ZN if associated with construction <input type="checkbox"/> PR if not associated with construction	
B14 Special Activity Permit	<input type="checkbox"/> To ensure conformance with established life and safety standards, preserve neighborhood characteristics, and provide monitoring for event gatherings	<input type="checkbox"/> Specific businesses and gatherings for which crowds may congregate (e.g., bowling alleys, cabarets, parades, theaters, etc.)	<input type="checkbox"/> Apply at CM <input type="checkbox"/> Apply at CPC for associated building and planning permits, if applicable	<input type="checkbox"/> Flat fee	<input type="checkbox"/> PMT to confirm types of business/activity covered <input type="checkbox"/> CM for permit	

YOUR BUSINESS